

BEL AIR POLICE DEPARTMENT

RETENTION MANUAL

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 455 ~~6-762~~

Page 1 of 6

Agency

Division/Unit

BEL AIR POLICE DEPARTMENT

RECORDS

Item No.	Description	Retention
1.	GENERAL CORRESPONDENCE - Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, police and other materials related to the administration of the Bel Air Police Department.	Screen annually and destroy that material no longer needed for current business.
2.	GENERAL ACCOUNTING RECORDS - Files contain office copies of goods received, memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills and voucher orders. Originals maintained by the Town of Bel Air for audit purpose.	Retain for three (3) years, then destroy.
3.	PAYROLL - Contains copies of all time sheets, leave and overtime requests. Originals are maintained by the Town of Bel Air Finance Department.	Retain for three (3) years, then destroy.
4.	PERSONNEL FILES - Files contain information on current employees, files may contain, but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor's slips, accident reports, resumes, etc.. Original maintained by the Town of Bel Air Personnel Office.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
5.	LEAVE AND TIME SHEETS - This file contains office copies of employees annual leave and daily time recordings. Originals maintained by the Town of Bel Air Finance Department.	Retain for three (3) years, then destroy.
6.	BUDGET - This file contains information pertaining to the finances of the department and is used for the daily operation of the department. Originals are maintained in the Finance Department of the Town of Bel Air.	Retain annual submissions for five (5) years, then destroy.

Schedule Approved by Department,
Agency,

or Division Representative.

Date: OCTOBER 31, 1996

Signature: *Leo P. Matranga*
Typed Name: LEO P. MATRANGOLA

Title: CHIEF OF POLICE

Schedule Authorized by State Archivist

Date: NOV 21 1996

Signature: *Edward C. Papenfuss Jr*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No.
C-762

Page 2 of 6

Agency

Division/Unit

BEL AIR POLICE DEPARTMENT

RECORDS

Item No.	Description	Retention
7.	STATISTICAL REPORTS - Monthly, quarterly and annual reports of productivity.	Retain for three (3) years, then destroy.
8.	IMPOUND RECORDS - Reports on all vehicles taken into custody.	Retain for five (5) years, unless related to Incident Offense report, then it would be kept for 75 years, then destroy.
9.	TELEPHONE LOGS (IN/OUTGOING) - Report on all in coming and outgoing calls. Information includes date, time, person called/calling, number, message/disposition and operator.	Retain for three (3) years, then destroy.
10.	RADIO LOGS - Reports of Police Officer's activities while on patrol.	Retain three (3) years, then destroy.
11.	DISSEMINATION LOGS - Records of all Criminal History record information that is released.	Retain three (3) years, then destroy.
12.	TOW LOGS - Report of all vehicles towed. Information contains date, time tow company, CCR#, tow company response time and Officer who request tow.	Retain for one (1) year, then destroy.
13.	ACTIVITY SHEETS - Report of daily events for each shift. Included is a short narrative, Officer's responding, time, date and disposition.	Retain for one (1) year, then destroy.
14.	FAX JOURNAL - Report on all incoming/outgoing fax. Included are date, page, time and disposition.	Retain for one (1) year, then destroy.
15.	911 LOGS - Report of incoming 911 calls for day. Included are date, time and location.	Retain for one (1) year, then destroy.
16.	AUDIO TAPES (911) - Recording of phone and radio.	Retain for 90 days, thereafter erase to reuse tapes.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No.
~~6-762~~
M55

Page 3 of 6

Agency

BEL AIR POLICE DEPARTMENT

Division/Unit

RECORDS

Item No.	Description	Retention
17.	TELETYPES - Contains information sent to us on the following categories: Stolen vehicles, information from MVA on tags, fatals, missing person, B&E, armed robberies, lost/stolen police property, stolen property, serious assault, homicide, detainers, administrative information, general police information, lost stolen tags, executive summaries, attempt to locate, traffic reports, locate and hit confirmations.	Retain for three (3) years, then destroy.
18.	WARRANTS - File contains original warrant, printout of entry into MILES/NCIC, telephone calls to other agency if warrant is served by our agency.	Retain until warrant is served or re-called by the Courts.
19.	WARRANT/SUMMONS BOOK - File includes tracking number issued to each Warrant/Summons. Additional information listed is return date, name, charge, date served or recalled and Officer.	Retain sheet for five (5) years, then destroy.
20.	ACCIDENT REPORTS - Reports and photographs of all accidents investigated by Bel Air Police Department.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy for five (5) years, then destroy.
21.	FIELD INTERVIEW REPORT - File includes five copies of FIR'S conducted by a Bel Air Police Officer.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy for five (5) years, then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. **C-762**

Page 4 of 6

Agency

BEL AIR POLICE DEPARTMENT

Division/Unit

RECORDS

Item No.	Description	Retention
22.	COMPLAINANT CONTROL RECORD CARDS (CCR) - Daily complainant cards with information, (name, address, phone number, location, arrest, report, Officer), of calls for service throughout the course of the day.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy of misdemeanor/non-criminal reports for five (5) years, then destroy. All other cards to be destroyed daily unless related to Incident Offense report, then retain for 75 years.
23.	STATE OF MD TRAFFIC CITATIONS - File includes a single copy of each State Traffic citation issued by a Bel Air Police Officer.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy for three (3) years after issue, then destroy.
24.	EQUIPMENT REPAIR ORDER/WARNINGS - File includes a single copy of each ERO/WARNING issued by a Bel Air Police Officer.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy for three (3) years after issue, then destroy.
25.	BEL AIR POLICE DEPARTMENT TICKETS (PAID) - Paid parking citations.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy for three (3) years after issue, then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No.
~~MS 6-762~~
Page 5 of 6

Agency

Division/Unit

BEL AIR POLICE DEPARTMENT

RECORDS

Item No.	Description	Retention
26.	BEL AIR POLICE DEPARTMENT TICKETS (UNPAID) - Unpaid parking citations.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy for three (3) years after issue, then destroy.
27.	BEL AIR POLICE DEPARTMENT TICKETS (NOLLE PROSEQUI) - Citations Nolle Prosequi by the Court because of meter malfunction or request of State's Attorney.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy for three (3) years after issue, then destroy.
28.	JUVENILE PHOTOGRAPHS - Photo of subject with pertinent information on the back.	Retain for twelve (12) years, then destroy.
29.	JUVENILE ARREST BOOK - Book with pertinent information on subject arrested.	Retain for twelve (12) years, then destroy.
30.	FINGERPRINT CARDS (JUVENILE) - Bel Air Police Department fingerprint card with pertinent information of Juvenile arrested.	Retain for twelve (12) years, then destroy.
31.	JUVENILE ARREST CARDS - Index cards listing subjects name, address, arrest number, height, weight, race, sex, age, eyes, hair, complexion, marital status, occupation, school, scars, place of birth (POB), date of offense, CCR#, charge and disposition.	Retain for twelve (12) years, then destroy.
32.	OFFENSE REPORT (JUVENILE) - Report of all criminal activity reported to the police involving juveniles.	Retain for twelve (12) years, then destroy.
33.	ADULT PHOTOGRAPHS - Photo of subject with pertinent information on the back.	Retain for 75 years, then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No.
C-762

Page 6 of 6

Agency

Division/Unit

BEL AIR POLICE DEPARTMENT

RECORDS

Item No.	Description	Retention
34.	ADULT ARREST CARDS - Index card listing subjects name, arrest number, address, height, weight, race, sex, age, eyes, hair, complexion, marital status, occupation, school, scars, place of birth (POB), date of offense, CCR#, charge and disposition.	Retain for 75 years, then destroy.
35.	ADULT FINGERPRINT CARDS - Bel Air Police Department and MD State fingerprint cards of Adults arrested.	Retain for 75 years, then destroy.
36.	ADULT ARREST BOOK/SHEET - Book/Sheet with subjects name, arrest number, address, height, weight, sex, age, eyes, hair, complexion, occupation, school, scar, place of birth (POB), charge, date of offense, CCR#, disposition, Social Security number, MD drivers license number, tracking number and Officer.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future. Retain hard copy 75 years.
37.	INCIDENT/OFFENSE REPORT - File includes all original, Part I incident/offense reports used to document official police actions regarding reported crimes. The file also includes copies of forms which contains specialized information relating to the original document.	Retain for 75 years, then destroy.
38.	MISDEMEANOR/NON-CRIMINAL REPORTS - File includes original offense report requiring police involvement where no suspects and/or for insurance purpose only.	Retain for five (5) years, then destroy.
39.	EXPUNGED RECORDS - Files expunged by Court Order are sealed and placed in a locked fire proof file cabinet. All reference to include photo, print cards, arrest card, arrest sheet from arrest book and report if applicable.	Retain sealed files for three (3) years after expungement date, then destroy.

RECORDS MEASUREMENT GUIDE

(Conversion of Holdings to Cubic Feet)

<u>Equipment/Containers</u>	<u>Cu. Ft.</u>	<u>Docket Books (Court)</u>	<u>Cu. Ft.</u>
Letter Size Drawer	1.5	1 30" x 24" x 6"	2.0
Legal Size Drawer	2.0	1 15" x 12" x 6"	1.0
Lateral 36" Width Drawer	2.0	1 8" x 12" x 6"	.5
Lateral 42" Width Drawer	2.5		
Letter Size 12" Open Shelf	1.0	<u>Tab Cards</u>	
Letter Size 15" Open Shelf	1.0	5 14" Rows (Tab)	1.0
Box (15 x 12 x 10 & 15 x 12 x 12)	1.0	3 24" Rows (Tab)	1.0
		10 12" Rows (3 x 5)	1.0
		4 12" Rows (5 x 8)	1.0
<u>Magnetic Tapes (Reels)</u>		<u>Printouts (Computer)</u>	
10 (3/4" Width x 2400')	1.0	8-1/2 x 11" (18" thick)	1.0
12 (3/4" Width x 1200')	1.0	14-1/2 x 11" (10" thick)	1.0
30 (3/4" Width x 600')	1.0		
<u>Microfilm/Film (Reels)</u>		<u>Disc Pack (Computer)</u>	
50 (35 mm) 100'	1.0	2 3 Tier	1.0
90 (16 mm) 100'	1.0	1 5 Tier	1.0
		1 7 Tier	1.0
<u>Floppy Disc's (Word Processing)</u>		<u>Microfiche</u>	
600 2"	1.0	4 12" Rows (4" x 8")	1.0
300 5"	1.0		
150 8"	1.0		